Tuition Exemption Checklist for Officers

1. **Confirm your eligibility**: Go to humanresources.columbia.edu; click CUBES; log in with UNI and password; click “Tuition”
   - Under Actions, select “Tuition Programs, Print Your Eligibility Form by Clicking Here.”
   - Under Within Columbia University, select “Tuition Exemption – for Yourself”.
   - Your Tuition Exemption form is now a fillable form, which allows you to complete the form online, print your name, date and save as a PDF so you can seamlessly attach and submit to your school.

   To receive Tuition Exemption for the fall, spring or summer terms, you must be eligible before the **First Day of Classes**, per the Academic Calendar.

2. **Register for classes** on Student Services Online (SSOL). For help with registration, go to the Registering for Classes and Appointment Times page. Once you have registered, your student account in SSOL will record the degree or non-degree course(s) information and the cost of tuition.

3. **Review tax implications and job-relatedness**. If you are enrolled in graduate-level studies (Course Numbers 4000 and above) and using Tuition Exemption Benefits, you are exempt from taxation up to the federal limit of $5,250 in a calendar year. The value of Tuition Exemption Benefits for graduate-level courses over the federal limit of $5,250 in a calendar year is treated as taxable imputed income, and taxes will be withheld from your paycheck. The University will spread the tax liability of tuition exemption benefits for classes during the term pay periods.

4. **If your graduate studies are job-related**, you may wish to review the IRS criteria to certify your studies are job-related and eligible for tax exemption. For information on the Job-Related Graduate Education Certification Policy, forms and instructions, go to humanresources.columbia.edu/content/job-related-graduate-education-certification. **Submit your completed Tuition Exemption Benefits form and Job-Related Graduate Education Certification form** (if applicable) to Student Financial Services (SFS) only after you see charges on your student account. To have your Tuition Exemption Benefit or Reduced Employee Rate applied to your student account, your “Tuition Exemption – For Yourself” eligibility form must be completed, signed and submitted to SFS or Bursar’s Office on your campus:

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<thead>
<tr>
<th>Columbia</th>
<th>Barnard College</th>
<th>Teachers College</th>
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<tbody>
<tr>
<td><a href="mailto:tuitionexemption-students@columbia.edu">tuitionexemption-students@columbia.edu</a></td>
<td><a href="mailto:bursar@barnard.edu">bursar@barnard.edu</a></td>
<td><a href="mailto:bursar@tc.columbia.edu">bursar@tc.columbia.edu</a></td>
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   Each term, to avoid processing delays, tax withholdings or late fees, you must submit these forms before the end date of the Change of Program Period.

For more information:
- **Tuition Exemption Benefits for Officers Policy** – policylibrary.columbia.edu/tuition-exemption-benefit-officers-and-family-members
- **Reduced Employee Rate** – humanresources.columbia.edu/content/officers-reduced-employee-rate-supplement-tuition-exemption

For questions:
- Student account information, Tuition Exemption and job-related forms processing – email CU Student Financial Services or the Bursar’s Office on your campus.
- Tuition Exemption Benefits eligibility and coverage, and Job-Related Graduate Education Certification – email the Columbia Benefits Service Center at hrbenefits@columbia.edu or call 212-851-7000.